

**ARIZONA DEPARTMENT OF EDUCATION**

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 02-019**

**TO:** District Superintendents, Business Managers, & Head Teachers

**FROM:** Maggie Singler

**DATE:** March 29, 2002

**SUBJECT:** A.R.S. 15-825.A Certificates of Educational Convenience - Data Submission

In accordance with A.R.S. § 15-825.A, districts that have students who fit the definition of a CEC-A student may apply to their County School Office for a Certificate of Educational Convenience upon enrollment of the student. The County School Office will submit the actual certificate to the Department of Education, School Finance Office upon approval. In order to be eligible for funding, the Department of Education, School Finance Office must receive a Certificate. It is important that districts request Certificates for all children they intend to claim.

The CEC funding for your school district is dependent on valid certificate information. Certificates submitted to School Finance without a student's Special Education Census ID number (if applicable) cannot be processed. To ensure accurate funding, amend the certificate(s) to include the Special Education Census ID number (if applicable), and re-submit to School Finance. Any students that are reported on the Special Education Census as a CEC-A student and do not have corresponding information on the students certificate or list will be deleted as a CEC-A student from the Census and they will NOT be funded as a CEC-A student. If your district plans to claim Actual Cost funding for students attending a private school please submit a list of student name(s) and the name, address, phone number and contact for the private school so that we may forward the appropriate documentation to the school. ***Submit all required data elements by April 15, 2002 to be eligible for funding during fiscal year 2002.***

As in the past, CEC-A students must be reported on the Average Daily Membership (ADM) and if applicable Special Education Census (SPED) reports. Please review the requirements for both. If data has already been submitted and does not meet the following criteria please make any necessary corrections so that funding can accurately be calculated.

**Reporting requirements for CEC-A Students:**

***Average Daily Membership (40<sup>th</sup> day and 100<sup>th</sup> day counts):***

Membership and absence days for CEC-A students should be reported in the Tuition In and CEC area of the ADM data collection form. The District of Residence County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = "07"), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code. Thus, in this example the District of Residence CTD number could be 070400. This will indicate to School Finance that these data are for CEC-A students only.

***Special Education Census (December 1, 2001 & February 1, 2002):***

Each CEC-A student should be reported on the December 1, 2001 and the February 1, 2002 Special Education Census, if applicable. The same scenario, as listed above on ADM, should be used for the

District of Residence County-Type-District number. The student ID number used on the census should match the student ID number indicated on the certificate.

The table below lists the reports listing CEC-A students and where each report can be found. Please review the data listed on these reports for accuracy.

<b>Data Collection System</b>	<b>Edit/Update Report</b>	<b>Master File Report</b>	<b>Aggregate Count Report</b>
<b>CEC-A</b> Average Daily Membership (ADM)	ADMS 05-1 (Posted on ADE web site)	ADMS 45-1 (Posted on ADE web site)	ADMS 40-01 (Posted on ADE web site)
<b>CEC-A</b> Special Education Census (SPED)	SPED 02 (Posted on ADE web site)	SPED 04-CECA (Posted on ADE web site)	SPED 16 for CEC-A (Posted on ADE web site)

All reports posted on the ADE web site can be found on your district home page (<http://www.ade.az.gov/districts/>).

Please make corrections to reports that have already been submitted to be consistent with the above-mentioned procedures. Doing this will ensure that funding can follow the student appropriately. If you need assistance with your ADM or SPED reports please contact Mario Salinas at (602) 542-8239 or e-mail <mailto:msalina@ade.az.gov> or Christina Beltran at (602) 542-3303 or e-mail <mailto:cbeltra@ade.az.gov>.

If you have any questions regarding CEC's please contact Maggie Singler at (602) 542-8244 or e-mail <mailto:msingle@ade.az.gov>.

cc: County School Superintendents

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